Overview of BikeWalkRoll Data Management, Privacy and Permissions

BikeWalkRoll is a browser-based web application developed and maintained by Green Action Centre, Winnipeg, MB. It is a quick, easy and engaging online survey tool, designed to be used by teachers in the classroom using a laptop or tablet.

This document provides information regarding BikeWalkRoll data security and privacy that may be helpful if you are seeking approval from a school board to use BikeWalkRoll for school travel data collection.

Key Definitions
- ***Participant*** – a student responding to the hands-up survey questions. The survey is anonymous and no Personally Identifiable Information (PII) is collected from participants.

- ***User*** – a person using the BikeWalkRoll web application e.g. to conduct a student travel survey, or to view/download data. Limited Personally Identifiable Information (PII) is collected from Users – see page 2 for further details.

User levels
There are four levels of User:
- **Public** – accesses the web application but does not register for a user account
- **Registered** – creates a user account by submitting name and email address e.g. teacher
- **Champion** – manages/coordinates data collection across multiple schools e.g. STP Facilitator, AST Regional Coordinator
- **Admin** – manages and maintains the web application software and database and provides technical support to the other user levels e.g. Green Action Centre staff and IT contractors

Table 1: Key functions available to users	Public	Registered	Champion	Admin
View school profiles	x	x	x	x
Create or edit school profiles		x	x	x
Delete school profiles			x	x
View school district/board profile	x	x	x	x
Create, edit or delete school district/board profile			x	x
Delete own user account		x	x	x
Complete an unverified survey (while logged out)	x	x	x	x
Complete a verified survey		x	x	x
View and download survey data	x	x	x	x
View BWR scores for all registered schools	x	x	x	x
Edit survey data			x	x
Access the back-end database				x
Approve requests for champion user-level				x
De-activate a registered or champion user				x
Transfer school assignment to a different user				x

Collection of Personally Identifiable Information

No Personally Identifiable Information (PII) is collected from survey participants (students).

The table below details the Personally Identifiable Information collected from BikeWalkRoll Users, including how it's used, where it's displayed and whether or not it is required:

Table 2: Personally Identifiable Information collected from Users			
User Data	**Details**	**Public**	**Required**
Name	User filled text field.	Y	Y
Email Address	Required for login to uniquely identify a user or verify survey input. Not required for viewing site or doing unverified surveys as a guest.	N	Y
Email Address (Champion users)	Required for login at the "champion level". Champion email address are displayed alongside the organization they work for so that other users may be able to contact them for more information.	Y	Y
Password	Salted and hashed for security.	N	Y
City	User filled text field. Used for display purposes on profile page.	Y	N
Region	User filled text field. Used for display purposes on profile page.	Y	N
Country	User filled text field. Used for display purposes on profile page.	Y	N
Website	User filled text field. Used for display on Organization profile page.	Y	N
Instagram Username	User filled text field. Used for display purposes on profile page.	Y	N
Twitter Username	User filled text field. Used for display purposes on profile page.	Y	N
Browser Details	Used for website analytics.	N	Y
IP Address	Used for website analytics. Used to determine rough geographical location to display relevant map data.	N	Y
Latitude/Longitude	Opt-in on page load, based on browser/device settings. Used to display relevant map data.	N	N

Provisions and safeguards to ensure privacy and confidentiality of User information

User passwords are 'salted and hashed' for protection – this means that BikeWalkRoll Administrators do not have access to user passwords and that should the database ever be compromised, the users password would be difficult to extract.

All server traffic is over HTTPS[1] and passes through Cloudflare[2] to mitigate bots and malicious traffic.

Use of cookies

BikeWalkRoll.org uses cookies to store a logged-in User's state (i.e. the fact that they are logged in) and profile data. Logged-out Users do not require cookies.

Third-party data sharing

To enable certain features, BikeWalkRoll.org partners with several third-parties for various functions. Those third-parties have access to certain User PII as detailed below.

Table 3: Third-party access to User PII data		
Service	**Purpose**	**User PII Shared**
Amazon Web Services: Simple Email Service	Website email delivery.	Email addresses.
Cloudflare	Global content distribution, attack protection, performance enhancement	IP Address, Browser Details.
Google Analytics	Traffic/user statistics and analysis.	IP Address, Browser Details.
Google Maps	Display maps, including user's present location.	Latitude, Longitude.
Mailchimp	Newsletter delivery.	IP Address, Browser Details.

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[1] Hypertext Transfer Protocol Secure (HTTPS) is used for secure communication over a computer network, and is widely used on the Internet. The principal motivation for HTTPS is authentication of the accessed website and protection of the privacy and integrity of the exchanged data while in transit. It protects against man-in-the-middle attacks. The bidirectional encryption of communications between a client and server protects against eavesdropping and tampering of the communication. In practice, this provides a reasonable assurance that one is communicating without interference by attackers with the website that one intended to communicate with, as opposed to an impostor. For more information, view the full Wikipedia entry on HTTPS.

[2] Cloudflare powers nearly 10 percent of all Internet requests for more than 2.8 billion people worldwide. Cloudflare provides security by protecting Internet properties from malicious activity like DDoS attacks, malicious bots, and other nefarious intrusions. For more information on Cloudflare and how it works, visit the Couldflare site.

Procedures and timeframes for the secure use, retention, disclosure, and disposal of data

Data entered into BikeWalkRoll.org is stored in a database hosted on a secure server with 24x7x365 uptime and with redundant and backup power supplies.

Database backups are completed automatically on the server and also manually prior to any edits by Admin-level Users. Only Admin-Level users can access the database.

User data
User PII data entered into BikeWalkRoll.org is stored in the database until the account is deleted by the User or by Admin. Refer to Table 2 for details of the User PII data that is shared publicly on BikeWalkRoll.org.

Users have the ability to edit or delete their own accounts at any point in time via their profile page. Deleting a User account so deletes the User's profile information from the database. Data generated by the User (surveys, schools, division) are maintained on the database, but no longer attributed to the User.

School Profile and School District/Board Profile data
School Profile and School District/Board Profile data entered into BikeWalkRoll.org is stored in the database until the profile is deleted by a Champion User or by Admin. The data is publicly available for viewing on the BikeWalkRoll.org website.

Travel Survey data
Travel Survey data entered into BikeWalkRoll.org is stored indefinitely in the database. The survey results are publicly available to view/download from the BikeWalkRoll.org website in the following formats:
- As a BikeWalkRoll aggregate score shown on the map and on the school profile page
- As an aggregate travel mode share bar graph on the school profile page
- As a .csv spreadsheet listing date, school name and the aggregate survey count for each travel mode